

April 13, 2011

MEMORANDUM FOR WEATHERIZATION SUB-GRANTEES

FROM: Energy and Housing Services
Kirsten LC Figueroa, Director

SUBJECT: Notice ME-WAP-2011-01 **(REVISED)**
Incidental Repairs Policy for DOE and HEAPWx
EFFECTIVE with work orders issued on or after 4/15/2011

PURPOSE: To define Incidental Repairs; to set limit; to issue general guidance and examples.

Incidental Repairs are defined as: repairs incidental in cost and necessary to make the installation of weatherization materials effective.

- Incidental Repairs are limited to no more than 15% of the total cost of weatherization tasks funded by ARRA, Regular DOE and HEAPWx. Total cost of weatherization equals Conductive + Air Infiltration + Mechanical categories on the work order.
- Use Wx Supp Fund for IR over 15% or H&S over \$400.
- In split funded jobs, IR must be proportionately billed. See NOTE below.
- Incidental Repairs are per project not average.
- Health & Safety currently \$400.

Example A. Assumes \$6,500 DOE ARRA project cost and \$400 Health & Safety:

Total Project Cost		\$6,900
Health & Safety	\$400	
Total Project Cost excluding Health & Safety		\$6,500
Support costs to CAAs (25%)	\$1,625	
Work Order excluding Health & Safety	\$4,875	
Conductive + Air Infiltration + Mechanical	\$4,239	
Maximum available for Incidental Repairs = \$4,239 x 0.15	\$636	
Work Order excluding Health & Safety		\$4,875
Health & Safety	\$400	
CAAs support - 25% of Total Project Cost excluding H&S (\$6500 x .25)	\$1,625	
Total Project Cost		\$6,900

Example B. Assumes \$6,500 DOE Regular or HEAPWx project cost and \$400 Health & Safety:

Total Project Cost		\$6,900
Health & Safety	\$400	
Total Project Cost excluding Health & Safety		\$6,500
Support costs to CAAs (47%)	\$3,055	
Work Order excluding Health & Safety	\$3,445	
Conductive + Air Infiltration + Mechanical	\$2,996	
Maximum available for Incidental Repairs = \$2,996 x 0.15	\$449	
Work Order excluding Health & Safety		\$3,445
Health & Safety	\$400	
CAAs support - 47% of Total Project Cost excluding H&S (\$6500 x .47)	\$3,055	
Total Project Cost		\$6,900

Assuming \$6,900 Total ARRA Project Cost, IR and H&S will be \$1,036 (see example A above).
 Assuming \$6,900 Total DOE (or HEAPWx) Project Cost, IR and H&S will be \$849 (see example B above).

NOTE: In split funded jobs, IR must be proportionately billed. If examples above were combined, no more than 15% of \$4,239 + \$2,996, or \$1,085, could be IR. Additionally, no more than \$636 of that IR could be billed to ARRA and no more than \$449 to HEAPWx.

NOTE2: Health & Safety and support costs are based on 2010 year. These numbers may be adjusted, for instance we propose to increase Health & Safety to \$600 for the 2011 program year.